

## Research Symposium Submission Information

This document provides an overview of all proposal submission questions for research symposium proposal submissions.

### Terms & Conditions

Once you have started your new submission, you must agree to the Terms and Conditions, which includes the conflict of interest disclosure and the responsibilities of presenting a session at the SHAPE America National Convention & Expo. By checking the box to agree to the terms and conditions, you are certifying that all authors and presenters associated with the session have also read and agreed to the terms.

### Session Title

Must be 10 words or less; use title case.

### Submitter's Email

Please enter your email address as the submitter of the proposal.

### IRB Approval/Exemption

Type your name in the box to complete the certification.

### Description

In 75 words or less, write the theme and an overview of the symposium.

### Category Selection

Choose the category most closely related to your submission.

### AV Equipment

Choose from the available list. If you do not need AV equipment, please indicate so by selecting the box next to this option. In the second AV question, indicate whether your session could be adapted to be done without AV.

### Room Setup

Please select the meeting room setup that you believe is best suited for your session. However, please be advised that SHAPE America staff reserve the right to program all accepted sessions in the appropriate room setup according to the written overview.

- **Theater Seating** – ideally suited for sessions that do not have an activity component where equipment is requested/needed

- **Roundtables** – ideally suited for sessions where small groups will meet after a lecture component has been delivered
- **Activity-Open Area** – ideally suited for sessions where participants will engage in activities that require the use of equipment
- **Offsite**

### **People**

Please list one individual as the “planner” of the session who will be the point of contact for the session. If the contact is *also* an author/presenter for this submission, please also select the “presenter” button. The point of contact/planner is not formally listed in the SHAPE America online scheduler or the convention mobile app.

**IMPORTANT NOTE:** The **Research Symposium** module is set up to collect individual author and abstract details in a unique format. After entering an author and corresponding abstract title, you will have to enter additional information associated with that abstract by clicking on the title of the abstract, then clicking on the icon under “abstract text.” The red X will change to a green checkmark once the necessary information has been provided. All authors must include their own presentation and abstract text. Repeat this process for all authors and abstracts associated with the symposium.

### **Extended Description**

This description will be used by the Research Council during the evaluation process and can be different than the program description listed earlier. It is limited to 500 words (max) and should include the main points, objectives or goals of your proposed program. Do not list presenters or other participants here.

### **Confirmation**

On the confirmation page, review all submission information. Print a copy of your proposal if you wish. When final, click the “Submit” button to send your final proposal to SHAPE America.